

Class Specifications  
for the

DISTRICT HEALTH OFFICER SERIES

Series Definition:

This series includes all classes of non-medical positions which are assigned responsibility for managing and coordinating the administrative and non-medical functions of State public health programs in a public health district of the State, encompassing a county-wide area.

A position in this series serves as the non-medical administrative head of a public health district which includes implementing and assuring the availability of on-going services to the public; assuring compliance with central office program and administrative guides and directives; coordinating the various district health programs with the administrators of the corresponding divisions and branches; maintaining effective relationships with public and private groups and individuals; assisting in determining the health needs of the district; and assisting in planning for new programs and the expansion and/or curtailment of existing programs. A District Health Officer lacks technical control over program supervisors in the district, since such technical control is exercised by the respective functional or program chief. General directives, guidelines, procedures and statewide program plans are established by the central offices of the department.

Levels in this series are distinguished primarily on the basis of the administrative complexities inherent in the intensity of public services and enforcement activities. Variations in such factors as geography, population, economic activity and extent of public health problems affect and are reflected in organizational structures, staff size, budgeting, and all other aspects of district operation.

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This is a change in title for the DISTRICT HEALTH ADMINISTRATOR SERIES which was approved on June 10, 1976, to DISTRICT HEALTH OFFICER SERIES.

DATE APPROVED: \_\_\_\_\_

DAVIS K. YOGI  
Director of Human Resources Development

DISTRICT HEALTH OFFICER I AND II

Duties Summary:

Directs and coordinates the administrative, non-medical aspects of a public health district program and serves as public health representative for the State in a county; and performs other related duties as assigned.

Distinguishing Characteristics:

Grade Level I: This class is distinguished by a significantly smaller population and geographic area than the next higher level. The complexity of administration and intensity of work operations are significantly less than at the next higher level as indicated by the less complex structure of the organization, the limited geographic disbursement of health services and facilities, the smaller population serviced, and the comparatively smaller size of the district's work force.

Grade Level II: This class is distinguished by its responsibility for directing and coordinating the administrative and non-medical functions of all public health programs in a large public health district. The complexity of administration and intensity of work operations are significantly greater at this level because of the more complex organizational structure, the greater disbursement of health services and facilities, and the comparatively large size of the district's work force.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

Plans, directs and coordinates all activities of a district health office; exercises administrative supervision over all district health office employees; assists in determining the health needs of a district; assists in planning for new programs, expansion and/or curtailment of existing programs; seeks medical and technical consultation from departmental personnel or professional people in the community; directs, coordinates, reviews and makes recommendations on budgetary, fiscal, purchasing, personnel management and other related administrative matters; develops and maintains good working relationships with community groups, meets and speaks with groups and individuals to promote public health programs; interprets and explains public health laws, rules, regulations, policies and practices; conducts staff meetings; provides information and guidance to district

health office program supervisors in all administrative matters; prepares memoranda, correspondence, reports and other materials; may direct a public health program.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of public health administration, including fiscal and personnel management; State and local public health laws, rules and regulations; general knowledge of public health programs and services; principles and practices of supervision; office practices and procedures; report writing; and budget preparation and execution.

Ability to: Plan, coordinate and direct public health operations of a district health office; meet and deal effectively with others; maintain effective public relations; communicate effectively, both orally and in writing; maintain appropriate records; and prepare reports and correspondence.